

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF
AUGUST 18 – 22, 2014**

MONDAY, AUGUST 18, 2014

*2:00 pm ~~Solid Waste Board~~ – MEETING CANCELLED

Port & Resource Recovery
2561 S. Broadway

*3:00 pm Housing Authority

Room 604, City Hall
100 N. Jefferson Street

TUESDAY, AUGUST 19, 2014

*5:00 pm Veterans Recognition Subcommittee

Room 201, Northern Building
305 E. Walnut Street

WEDNESDAY, AUGUST 20, 2014

*7:00 pm **BOARD OF SUPERVISORS**

**Legislative Room 203
100 N. Jefferson Street**

THURSDAY, AUGUST 21, 2014

*5:15 pm ~~Library Board~~ – MEETING CANCELLED

Central Library
515 Pine Street

FRIDAY, AUGUST 22, 2014
(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN
DIRECTOR

**- PUBLIC NOTICE -
BROWN COUNTY SOLID WASTE BOARD**

*** Monday, August 18th – 2:00 pm**

Brown County Port & Resource Recovery
2561 S. Broadway, Green Bay, WI 54304

No Solid Waste Board meeting was held in August 2014.

Dean R. Haen
Director

Any person wishing to attend whom, because of disability requires special accommodation should contact the Brown County Port & Resource Recovery Department at 492-4950, two (2) working days before the meeting, so that arrangements can be made. Notice is hereby given that action by the Brown County Solid Waste Board may be taken on any of the items which are described or listed in this agenda.

AGENDA
BROWN COUNTY HOUSING AUTHORITY
Monday, August 18, 2014, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Tom Diedrick—Chair, Ann Hartman—Vice Chair, Sup. Andy Nicholson, Corday Goddard, and Adam DeKeyser

APPROVAL OF MINUTES:

1. Approval of the minutes from the July 21, 2014, meeting of the Brown County Housing Authority.

COMMUNICATIONS:

2. Letter from HUD dated August 12, 2014, regarding Set Aside Funding.

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program:
 - A. Preliminary Applications
 - B. Unit Count
 - C. Housing Assistance Payments Expenses
 - D. Housing Quality Standard Inspection Compliance
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
 - F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)
 - G. VASH Reports (active VASH, new VASH)
 - H. Langan Investigations Criminal Background Screening and Fraud Investigations

OLD BUSINESS:

None

NEW BUSINESS:

4. Review of responses to RFP for Project Based Vouchers and Approval to award Project Based Vouchers to Senior Homes, Inc.
5. Discussion and action regarding new VASH vouchers.
6. Public hearing to receive input on the Brown County Housing Authority 2015-2020 Five-Year and 2015 Annual Agency Plan.
7. Review and approval of Brown County Housing Authority 2015-2020 Five-Year and 2015 Annual Agency Plan.

INFORMATIONAL:

8. Update on fraud recovery.

BILLS:

FINANCIAL REPORT:

STAFF REPORT:

9. Date of next meeting: To be discussed

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VETERANS SUBCOMMITTEE

Bernie Erickson, Chair
Sherry Steenbock, Vice Chair
Rosemary Desisles.
James Haskins, Ed Koslowski,
John Maino, Troy Ness, Delores
Pierce, Duane Pierce, Joe Witkowski

****Running Total of Veterans' Certificates: 1619**

VETERANS' RECOGNITION SUBCOMMITTEE

TUESDAY, August 19, 2014

5:00 p.m.

**Room 201, Northern Building
305 E. Walnut Street**

1. Call Meeting to Order.
2. Invocation.
3. Approve/Modify Agenda.
4. Approve/Modify Minutes of July 15, 2014.
5. Budget Status Financial Report through June 30, 2014.
6. Discussion /review regarding Veterans Appreciation Day at the Brown County Fair in preparation for 2015.
7. Report from Committee Members Present (Erickson, Desisles, Haskins, Koslowski, Maino, Ness, Pierce, Steenbock, & Witkowski).
8. Acceptance of check for \$300 from Heartland Hospice.
9. Election of Vice Chair of Subcommittee
10. Report from CVSO Jerry Polus.
11. Comments from Carl Soderburg.
12. Comments from Tracy Rosinski.
13. Such Other Matters as Authorized by Law.
14. Adjourn.

Bernie Erickson, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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Brown County



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E-mail BrownCountyCountyBoard@co.brown.wi.us.

PATRICK W. MOYNIHAN JR., CHAIR

THOMAS J. LUND, VICE CHAIR

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, August 20, 2014 at 7:00 p.m.,** in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

NOTICE IS HEREBY GIVEN THAT THE COUNTY BOARD MAY TAKE ACTION ON ANY ITEM ON THE AGENDA

The following matters will be considered:

Call to order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

1. **Adoption of Agenda.**
2. **Comments from the Public:**
 - a) Must be limited to items not on the agenda.
 - b) State name and address for the record.
 - c) Comments will be limited to five minutes.
 - d) The Board's role is to listen and not discuss comments nor take action of those comments at this meeting.
3. **Approval of Minutes of July 16, 2014.**
4. **Announcements of Supervisors.**
5. **Communications:**
 - a) Communication from Supervisor Van Dyck: Consider request by the Town of Ledgeview to increase/change the speed limit on CTH GV to 40 M.P.H.; refer to PD&T
 - b) Late Communications.
6. **Appointments:**

County Executive:

 - a) Appointment of Dr. Robert Osgood to the Children with Disabilities Education Board.
 - b) Reappointment of Paula Laundrie and Susan Hyland to the Human Services Board.
 - c) Appointment of Richard Schadewald to the Board of Health.
7. **Reports by:**
 - a) County Executive.
 - b) Board Chairman.

8. **Other Reports:**

- a) Treasurer's Financial Report for the Month of April, 2014.

9. **Standing Committee Reports:**

- a) Report of Administration Committee of July 24, 2014.
- b) Report of Education & Recreation Committee of August 14, 2014.
- c) Report of Executive Committee of August 11, 2014.
- d) Report of Human Services Committee of July 23, 2014.
- e) Report of Planning, Development & Transportation Committee of July 28, 2014.
- i) Report of Land Conservation Subcommittee of July 28, 2014.
- f) Report of Public Safety Committee of August 6, 2014.

10. **Resolutions & Ordinances:**

Budget Adjustments Requiring County Board Approval

- a) Resolution Approving Budget Adjustments to Various Department Budgets.

Administration Committee

- b) Ordinance to Create Section 3.40 of the Brown County Code Entitled, "Outside Legal Counsel". Motion at Admin: To approve.

Executive Committee

- c) Resolution Offering Healthcare Benefits to Registered Domestic Partners Employed by Brown County. Motion at Exec: To hold for 60 days or until the U.S. Appeals Court takes action on the constitutionality of the matter.
- d) Resolution Adopting Brown County's 2015 Five-Year Capital Improvement Plan. Motion at Exec: To accept the 2015 Five Year Capital Improvement Plan.
- e) Resolution re: Authority to Execute a 2014 Agreement with Brown County Electricians. Motion at Exec: To approve.
- f) Ordinance to Amend Section 1.11 of the Brown County Code Entitled, "Code of Ethics". Motion at Exec: To approve.
- g) Resolution re: Change in Table of Organization for the Sheriff's Department Computer Forensic Criminal Analyst. Motion at Exec: To approve.

Executive Committee and Human Services Committee

- h) Resolution re: Change in Table of Organization for the Human Services Department TAD/CJCC Court Supervisor. Motion at Exec: To approve; Motion at Hum Svc: To approve.
- i) Resolution re: Change in Table of Organization for the Community Treatment Center Nurse Educator. Motion at Exec: To approve; Motion at Hum Svc: To approve.

Planning Development & Transportation Committee

- j) Resolution Commemorating the 100th Anniversary of Wisconsin 4-H Youth Development. Motion at PD&T: To approve.
- k) Resolution re: Appointing Terry Van Hout as County Surveyor to perform the duties under Wisconsin Statutes 59.45(1) and 59.74(2). Motion at PD&T: To approve.
- l) Resolution Honorary Naming of the Westernmost Island of the Cat Island Chain Restoration Project. Motion at PD&T: To approve.

Closed Sessions:

Executive Committee

11. a. Discussion, strategy, representation and possible action regarding: Grievance Arbitration for the Non-Supervisory Deputy Sheriff's Labor contract.
11. b. Discussion, strategy, possible action regarding: contract negotiations with the Non-Supervisory Deputy Sheriff's Labor Contract.

Under 11. a. Closed session pursuant to Wis. Stat. § 19.85 (1)(e) Deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and Pursuant to Wis. Stat. § 111.70 as allowed for purposes of negotiating and collective bargaining, which authorizes the governmental body to convene in closed session.

Under 11. b. Closed session pursuant to Wis. Stat. § 19.85 (1)(e) Deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and Wis. Stat. § 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, and Pursuant to Wis. Stat. § 111.70 as allowed for purposes of negotiating and collective bargaining, which authorizes the governmental body to convene in closed session.

Reconvene in Open Session:

11. a. Discussion, strategy, representation and possible action regarding: Grievance Arbitration for the Non-Supervisory Deputy Sheriff's Labor contract.
11. b. Discussion, strategy, possible action regarding: contract negotiations with the Non-Supervisory Deputy Sheriff's Labor Contract.
12. **Such other matters as authorized by law.**
13. **Bills over \$5,000 for period ending July 31, 2014.**
14. **Closing Roll Call.**
15. **Adjournment to Wednesday, September 17, 2014 at 7:00 p.m., Legislative Room 203, 100 N. Jefferson Street, Green Bay, Wisconsin**

Submitted by:



Patrick W. Moynihan, Jr.
Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda. The County Board of Supervisors may go into Closed Session; Pursuant to Wis. Stats. § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.



BROWN COUNTY LIBRARY
515 PINE STREET GREEN BAY, WI 54301-5194

LYNN M. STAINBROOK
DIRECTOR

PHONE (920) 448-5810
FAX (920) 448-4364

Stainbrook_LM@co.brown.wi.us
www.browncountylibrary.org

"Providing trusted information and resources to connect people, ideas and community."

BROWN COUNTY LIBRARY BOARD
MEETING CANCELED DUE TO LACK OF QUORUM

Central Library
Thursday, August 21, 2014
5:15 p.m.
AGENDA

1. Call to Order (3 minutes)
2. Approve Consent Items (3 minutes)
 - a. Agenda
 - b. Minutes
3. Communications and Open Forum for the Public (5 minutes)
4. Strategic Plan – (5 minutes)
5. Library Business (15 minutes)
 - a. Information Services Report
 - b. Financial Manager's Report, Bills and Donations
 - c. Facilities Report
 - d. Wrightstown Branch Hours of Operation
6. Nicolet Federated Library System (10 minutes)
 - a. Lease Negotiation
7. Personnel Committee (5 minutes)
 - a. Library Leadership Line-Up
8. Budget (5 minutes)
9. Old Business (5 minutes)
10. President's Report (5 minutes)
11. Director's Report (5 minutes)
12. Closed Session pursuant to Wis. Stat. § 19.85(1) (g) for the purpose of conferring with legal counsel for the governmental body who is rendering . . . written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved – collection of past due and future payments from adjacent county for library services provided.
13. Approve any action that may have been recommended in Closed Session (5 minutes)
14. Meeting Summary/Next Meeting Planning (2 minutes)
15. Adjournment

Notice is hereby given that action by the committee may be taken on any of the items which are described or listed in this agenda.

Next Meeting:

Thursday, September 18, 2014

5:15 p.m.

Central Library

515 Pine Street

A handwritten signature in black ink, reading "Kathy L. Pletcher". The signature is written in a cursive, flowing style.

**Kathy L. Pletcher
President**

August 2014



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6 Public Safety 11:00 am	7	8	9
10	11 Executive Cmte 5:30 pm	12	13 Special Board of Sup Grievance Hearing 6:00 pm	14 Ed and Rec 5:30pm @ Fair <i>*Note date, time & location</i>	15	16
17	18	19 Vet's Recognition 5:00 pm	20 Board of Supervisors 7:00 pm	21 	22	23
24	25 Land Con 6:00pm PD&T 6:30pm	26	27 Human Svc 5:30 pm	28 Admin Cmte 5:30 pm 	29	30
31						



SEPTEMBER 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Labor Day <i>County Board Office Closed</i>	2	3 Public Safety 11:00 am	4 Ed & Rec 5:30 pm Denmark Library 	5	6
7	8 Executive Cmte 5:30 pm	9	10	11	12	13
14 	15	16 Vets Recognition Subcommittee 5:00 pm	17 Listening Session Board of Supervisors 7:00 pm CJCB 8 am	18	19	20
21 	22 Land Con 6:00 pm PD&T 6:15 pm	23	24 Human Svc 5:30 pm	25 Admin 5:30 pm	26	27
28 	29	30				

BROWN COUNTY COMMITTEE MINUTES

- Board of Health (May 13, 2014)
- Children With Disabilities Education Board (June 24, 2014)
- Housing Authority (July 21, 2014)
- NWTC Board of Trustees (July 14, 2014)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PROCEEDINGS OF THE BOARD OF HEALTH MEETING
Tuesday, May 13, 2014
5:00 PM

Present: J. Tibbetts, MD, Harold Pfothhauer, Audrey Murphy, Susan Paulus Smith, Joe Van Deurzen

Staff Present: Judy Friederichs, Rob Gollman, Patti Smeester (note taker)

Guests Present: Juliana Ruenzel, Corporation Counsel, Pat Evans, County Board Supervisor and media

1. CALL TO ORDER

2. APPROVAL / MODIFICATION OF THE AGENDA

MOTION: To approve the agenda as presented. Van Deurzen/ Pfothhauer
MOTION CARRIED

3. APPROVAL OF MINUTES of March 11, 2014

MOTION: To approve. Van Deurzen / Pfothhauer
MOTION CARRIED

4. Discussion and possible action on Sanimax, its citations, the legal arguments involved and the strategy to be adopted with respect to litigation and these matters.

MOTION: To go into closed session Tibbetts / Van Deurzen

5. Odor Complaints/Ordinance Review

Rob distributed an updated complaint list. To date in 2014, we have had 19 odor complaints, all 19 were Sanimax. We verified 12 complaints-7 were not verified. Zero citations have been issued. There have been no other complaints during this time period.

MOTION: To take no action on the ordinance. VanDeurzen / Paulus-Smith

6. Wind Turbine Update

Dr. Tibbetts distributed a copy of a letter to the board. Dr. Tibbetts put it together with assistance of Rick James, Susan Ashley, and Dave Enz. Dr. Tibbetts wanted to get something out to the medical community and feels it is apparent from a complaint he received a week ago that the medical community is not particularly informed on what is going on in the wind project. Dr. Tibbetts received a call from a girl in Wrightstown and she is 4.2 miles from the nearest wind turbine and has developed symptoms which have been documented. Susan Ashley has put a microbarometer in certain places to monitor the ILFN

(Infrasound Low Frequency Noise). There is enough energy at the residence 4.2 miles away to generate significant symptoms. Rick James knows the signature pattern of the noise/energy so that he can identify that it is from the wind turbines and not from a cooling tower or some other source. Dr. Tibbetts talked to Nina Pierpont about what she was doing in her community as far as trying to get some information out locally. She had not done anything, but in that location she may not have needed to. In this area, very few physicians or health care providers know much about low frequency noise (infrasound) and that is why Dr. Tibbetts put this letter together. The plan is to target the medical community including family practice, pediatrics, internal medicine, neurology, ENT and ophthalmology. Dr. Tibbetts would like the support of the board. Audrey asked if Dr. Tibbetts was doing this statewide or countywide and Dr. Tibbetts said the idea was to send this out on health department letterhead to those county providers. The health department uses a variety of avenues to get information out to physicians. Audrey thought this would be a good idea to get this eventually distributed statewide. Audrey indicated part of our mission is to educate and that is the reason for this.

MOTION: Accept Dr. Tibbett's letter to be distributed to the medical professionals in Brown County.

Murphy / Pfothenauer

MOTION CARRIED

Dr. Tibbetts also passed out a copy of the Public Health Nuisance Ordinance Chapter 38. Susan Ashley called Dr. Tibbetts and she asked what a public health emergency is. Susan wondered if wind turbines qualified. Dr. Tibbetts looked at the ordinance and thought the wind turbines could fit. The only issue would be a fact that Julianna Ruenzel brought up about number of people affected.

Audrey Murphy read the above definitions for "Public Nuisance", "Human Health Hazard" and "Immediate Human Health Hazard" from ordinance 38.01 Public Health Nuisance and commented that a lot of the complaints we are getting are that the wind turbines "substantially annoy" (from the ordinance) people. The turbines "endanger their comfort" as most say they have difficulty sleeping and "render (them) insecure in use of their property" as three people have moved out. Judy indicated she thinks it is a question of emergency. Audrey thought parts of this apply. Dr. Tibbetts also got a complaint today from Sarah Capelle also and she is one of the three families that moved out of their home. She still has to work there because that is where the family farm is and she is having more and more problems. Dr. Tibbetts did send a copy of the complaint to Judy. Dr. Tibbetts indicated there was going to be a document prepared primarily by Rick James and will include measurements that include infrasound in at least 5 homes. All those homes are having significant infrasound. There are 17 families that have significant complaints. There are 50 affidavits of health complaints on file in the last year and a half. We have the study by David Stetzer regarding stray voltage, and the study from five acousticians. There are sleep and survey studies. There will be maps of all the places with (health) problems and the turbines. Audrey asked if this was being done by the citizens groups. Dr. Tibbetts indicated this was being engineered by Rick James who is an acoustician and he is also who we used to help us with the ordinance. Dr. Tibbetts indicated that the information from the 35 surveys, 1/2 from Shirley Wind Farm and 1/2 from Fond du Lac, are going to go to Carmen Krough's epidemiologist. Carmen Krough is a pharmacist in Ontario Canada who is doing a lot of work with wind turbines and is quite knowledgeable. Carmen Krough is going to engineer getting the raw data from the

surveys and the sleep studies to that epidemiologist; Carmen thinks funding will not be a problem.

Judy asked Dr. Tibbetts how he thinks the medical community is going to react to his letter. Dr. Tibbetts thought there may be some that may want to look into this. Dr. Tibbetts hoped they would look at the referenced material. Susan wondered if there were numbers included in the letter as she feels adding those helps substantiate it. Dr. Tibbetts said the number he has right now is 16-18% of the populace within the wind farm and it is growing. The number that is suggested is 30% that are sensitive to infrasound. Judy thought it should be identified what is the purpose of the letter in the beginning. Dr. Tibbetts' purpose was to increase their index of suspicion.

Audrey wanted to share in today's Green Bay Press Gazette and article entitled "Panel to Discuss Wind Health Report. The state's Wind Citing Council, which advises the Public Service Commission during its wind siting rulemaking, will meet at 1 p.m. May 22 at the Public Service Commission Building, 610 North Whitney Way. The panel will talk about revisions to the draft wind-health report. Watch online at 1.usa.gov/1fZajzS or listen by calling (855) 947-8255 with code 8600402. "

Audrey thought some of the board members should listen to this. Dr. Tibbetts indicated that the wind-siting council is reviewing the research. Audrey also called Senator Rob Cowles office because she wanted a hard copy of this report if it was in existence and they would mail it if it was. Susan asked if the goal was to raise awareness and also prevent other wind farms. Dr. Tibbetts indicated the issue is to do safe siting.

Dr. Tibbetts also indicated Reid Ribble is also sensitive to what is going on and he is getting more information together.

7. Correspondence Received – Judy indicated we have not received anything.

8. Directors Report –

Communicable Disease Report – As of May 9th we have had 30 confirmed cases of mumps in 5 counties: mostly in Dane County, Milwaukee, and Waukesha. There has been one case in Brown County. 18 of the 30 cases are associated with a University. The range of ages is 18 to 29 years of age. When interviewed, the department is promoting vaccination.

Recruitment Update–Our MCH Nurse Manager is now Debbie Armbruster. She has worked at NEW Community Clinic and most recently at the Hemophilia Center.

A Hmong Health Aide has been hired. We have a new Sanitarian starting on June 10th.

We have yet to do interviews for the bilingual health aide for environmental division.

We need to recruit for the school nurse; we don't need to fill until September but these will be going through the next Executive Committee. We had a sanitarian resign. We need to go through the formality of getting this position filled. Because it was so recent that we did interviews, we did not need to re-list the position. We also have an intern that is starting from Eau Claire.

QI Process – We got a grant from the State for January through September for Quality Improvement which is a joint grant with De Pere. Each of us got \$5,000 and we are the fiscal agent. We have a committee of a cross section of staff and managers and we have to go through a self-assessment as the first step and rate ourselves in terms of domains which correlate with the 10 essential services. We are about to finalize documentation.

The next step is to write a plan based on our deficiencies and third is to do one quality improvement project on one of them. We have to be done by the end of September.

Strategic Planning – We have established our mission statement and we completed our values list. We have also done our SWOTS (strengths, weaknesses, opportunities and threats) with the Board and staff. We did a strategic issues process with our staff. We completed a stakeholder's survey. We will meet with Judy Knudsen to pull themes together and have a staff retreat to work on looking at some of the interventions. The biggest suggestion was marketing with stakeholders and staff. The county is also working on marketing right now as well. We are looking at a retreat with a tentative date of June 20th.

Merit Raise Process- Judy handed out our Merit Pay Performance Review document which we handed out to staff. We will evaluate the employees in November for the merit raise based on the 5 core competencies and if they meet the components put in place. Judy reviewed the components. This is the first year they have done this.

Ranking - We are ranked about the same as last year; we are in the middle ranking again. Judy indicated under Quality of Life that this is based on a behavioral risk factor survey and people were asked what their opinion of their health was. It is interesting that our citizens rank low in how they perceive their health. We do well in the availability of clinical services.

Annual Report - Judy handed out the Annual Report. This year the comparisons to other years were included. We also added in a comparison with the national 10 essential services.

Staff Recognition – Judy reviewed the things we are moving forward with for staff recognition. We surveyed the staff. We are going to have a standardized form and staff can recognize a peer or a manager could recognize staff. At the general staff meeting, we will review the recognitions and staff will be acknowledged. At the end of the year, we will post them. We will then have a drawing for a small gift.

Bed Bug Presentation - May 20th we are having someone come in from the state and give a bed bug presentation at the Museum. We have invited other counties and included several organizations. We have room for 149 people and we are currently at 118 committed. Judy invited the Board members to this event. Susan Paulus-Smith indicated she would be attending.

Do1Thing – The idea behind Do1Thing is community information. It's a standardized program which involves working on 1 thing a month to prepare for emergencies or disasters. The idea is to reach out to communities to help promote a concept or lead a concept. The program will roll out in September.

9. All Other Business Authorized by Law –

Dr. Tibbetts indicated a document will be completed within two weeks which is from Rick James. It will be quite a comprehensive document and he wondered if the board should meet to digest it and discuss it. Dr. Tibbetts thinks it is in regards to low frequency noise. Dr. Tibbetts wanted to tentatively schedule something on the second Tuesday in June (June 10th). (Note: this was canceled).

There was a discussion of open Board positions. Audrey thought it was important to have a full board for quorum issues.

10. Adjournment / Next Meeting

The next regular meeting is tentatively scheduled for July 29th at 5:00 pm.

MOTION: To adjourn meeting at 8:05 PM
MOTION CARRIED.

Tibbetts / Paulus-Smith

PROCEEDINGS OF THE CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Tuesday, June 24, 2014

Present: B. Clancy, S. King, J. Mitchell

Excused: K. Gustman

Also Present: B. Natelle, A. Nizzia, L. Palm, S. Keckhaver,

1. Call to order – 4:00 p.m. – B. Clancy
2. Approval April 29, and May 14, 2014 Board Minutes: S. King moved to approve the minutes of April 29, 2014 and May 14, 2014. J. Mitchell seconded the motion. Motion carried.
3. Correspondence: None.
4. Approval of Agenda: J. Mitchell moved to approve the agenda. S. King seconded the motion. Motion carried.
5. Action Item: Donations: Martin Hardware donated \$500 to Todd Gehrig's' room for their Chicago class trip.

Nancy and Paul Lancelle donated "Sting Cancer" shirts to the students and staff in Kris Cleereman's classroom to wear on Friday, May 9th.

Wayne and Judith Schaut donated \$50 for students.

Dan Otto donated two tickets to the Tristan Crist Magic Show to be given to a student.

An anonymous donation of 25 rolls of Vet rap and 6 rolls of flex bandage for the Physical Therapy Department.

Gary and Mary Ann Renard donated \$25 to the Sensory Court Yard in honor of Irene Baeten.

The following Pledges were received for the Sensory Court Yard:
Cornerstone Foundation of Northeastern Wisconsin, Inc - \$100,000
K.C. Stock Foundation - \$150,000

S. King moved to accept these generous donations. J. Mitchell seconded the motion. Motion carried.

6. Action Item: Financial Report: J. Mitchell moved to approve the financial reports for the period ending April 30, 2014 and May 31, 2014. S. King seconded the motion. Motion carried.
7. Action Item: Bellin School of Nursing Agreement: Tabled.

PROCEEDINGS OF THE BROWN COUNTY CDEB MEETING, JUNE 24, 2014:

8. Action Item: Food Service contracts: WI DPI; West De Pere School District: J. Mitchell moved to approve the contract with the Wisconsin Department of Public Instruction and with the West De Pere School District to prepare lunch meals in accordance with the WI DPI guidelines. S. King seconded the motion. Motion carried.

9. Action Item: Resignation into Retirement: B. Natelle read a letter from Nancy Van Lanen, and Instructional Aide with Brown County for the past 31 years. Ms. Van Lanen is retiring at the end of the 2013-14 school year.

B. Natelle read a letter from Donna Reedy-Fabry who has worked for Brown County since 1988 and is retiring at the end of the 2013-14 school year. Mrs. Reedy-Fabry began her career as an Instructional Aide and then returned to school to obtain her teaching license. Mrs. Reedy-Fabry has been teaching in the Syble Hopp High School.

B. Natelle read a letter from Pat Doucette, a teacher with middle school age students, who has taught for Brown County over the past 17 years. Mr. Doucette is retiring at the end of the 2013-2014 school year.

S. King moved to accept these retirements with appreciation to each of them for their years and dedication to our students.

10. Action Item: Replacement Positions: A. Nizzia presented Jayme Reindl as teacher to replace the middle school vacancy. Ms. Reindl comes to us with 10 years teaching experience.

A. Nizzia presented Bryan Setzer as teacher to replace the high school vacancy. Mr. Setzer worked in private sector and returned to school for his education degree.

J. Mitchell moved to approve the teaching contracts for J. Reindl and B. Setzer for the 2014-15 school year. S. King seconded the motion. Motion carried.

11. Administrators Report:

- a. L. Palm updated the Board on the SOAR summer program. SOAR is a two week program where the students participate in art, music and movement, and science. There are 62 students enrolled in this program.

S. King moved to accept and place on file the Administrators Report. J. Mitchell seconded motion. Motion carried.

12. Action Item: Parent Organization: A. Nizzia reported that the Parent Organization Golf Outing is July 12th at Hilly Haven Golf Course. J. Mitchell moved to accept and place on file the Parent Organization report. S. King seconded the motion. Motion carried.

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, July 21, 2014, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Tom Diedrick–Chair, Ann Hartman–Vice Chair, and Corday Goddard

MEMBERS ABSENT: Sup. Andy Nicholson and Adam DeKeyser

OTHERS PRESENT: Kim Flom, Stephanie Schmutzer, Mai Nou Yang, Matt Roberts, Patrick Leifker, Nicole Tiedt, Yvette Tice, and Lori DeGrave

APPROVAL OF MINUTES:

1. Approval of the minutes from the May 19, 2014, meeting of the Brown County Housing Authority.

A. Hartman made a motion to approve of the minutes from the May 19, 2014, meeting, of the Brown County Housing Authority. C. Goddard seconded the motion. Motion carried.

COMMUNICATIONS:

2. Letter from HAI Group from June 2014, regarding dividends received.

S. Schmutzer explained the HAI Group letter is received annually. The letter is stating that the HAI Group paid back dividends to the insurance holders. The Brown County Housing Authority received an HARRG B Dividend of \$819.59.

The letter from HAI Group from June 2014 was placed on file.

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program:

- A. Preliminary Applications

- P. Leifker reported that ICS collected 137 preliminary applications for the month of June 2014.

- B. Unit Count

- P. Leifker explained that the Unit Count for the month of June 2014 was 2,935.

- C. Housing Assistance Payments Expenses

- P. Leifker informed that HAP expenses for June 2014 were \$1,136,985.00.

- D. Housing Quality Standard Inspection Compliance

- P. Leifker reported on the Housing Quality Standard Inspection Compliance report. In the month of June 2014, there were 370 inspections conducted, 225 of which passed on first inspection. Upon re-evaluation, 63 passed inspection and 65 failed. There were 17 no-shows during this time.

A. Hartman inquired whether a no-show was the same as a fail. M. Roberts explained the no shows are different than a fail because the housing assistance does not necessarily stop because of a no-show. No-shows have the opportunity to re-schedule the inspection. That is why ICS schedules the Housing Inspections every eleven

months, just in case there is a no-show, there is still time to complete it before the required deadline of 365 days from the previous inspection.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

Y. Tice reported that there were 315 port-out vouchers in the month of June 2014, with an associated HAP expense of \$215,000. ICS administrative expenses were under-spent by \$10,000; however, they are still waiting on audit bills. ICS has had a lot of furloughs taken in June 2014. The Family Self-Sufficiency administrative funding was under-budget by \$2,574.

A. Hartman inquired about the port-out vouchers. She asked whether ICS still receives administrative funds for port-out vouchers even though it's in another state. P. Leifker clarified that the administrative funds are prorated. She then asked if the receiving PHA receives administrative funds as well, to which S. Schmutzer responded that the receiving PHA would bill the initial PHA. A Hartman questioned how long a receiving PHA has before taking on the cost. Y. Tice stated it is based on when and if the receiving PHA chooses to absorb the voucher. A. Hartman expressed her opinion that it's wrong to allow families to come in from other areas when the receiving PHA has a closed waiting list. She expressed it doesn't make sense that the initial PHA would receive money for a voucher that's being used in another state and that the receiving PHA doesn't have to pay for it.

F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)

N. Tiedt reported that in the month of June 2014, there were 62 Family Self Sufficiency clients, 28 clients with escrow accounts, one graduate, and two new contracts. There were 63 homeowners participating in the Homeownership program, with one recent purchase and another scheduled for the end of the month.

G. VASH Reports (active VASH, new VASH)

N. Tiedt explained that there were 2 new VASH clients and a total of 18 VASH participants in the month of June 2014.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

P. Leifker reported that there were four new Langan Investigations assigned for the month of June 2014. Four previous investigations were closed and four are still active. There were 216 new applications sent for background checks, of which 212 were approved; four were denied.

P. Leifker reported a breakdown of fraud investigations by municipality for the month of June 2014, as well as a report of initial applications by municipality. The next report cited reasons why Langan denied initial applications. Most often, the explanation for the reason is that it was not caught by ICS was because it was not on a site that ICS has access to. The other reason was because the applicant had an arrest warrant in California.

A. Hartman asked whether ICS has noticed less fraud in the past years. P. Leifker stated he believes clients are becoming more and more aware of the fraud investigation measures. The number of referrals still remains constant because of clientele. Most often, referrals are from neighbors or others who may be upset with the client. ICS reviews every referral that it receives.

I. Quarterly Active Cases Breakdown Report

P. Leifker explained this report is broken down according to the type of family composition: During the month of June, 53% of all households have an elderly or disabled head of household, which he explained is slightly higher due to calling in people from the waiting list with the preference of elderly, disabled, veteran or homeless with children. The categories break down into head of household that is not elderly or disabled but has earned income, head of household that is unemployed but has children in the household which is about 6%, and head of household who is not elderly, disabled, or has children which is 2% of the residency.

J. Quarterly End of Participation Report

P. Leifker explained the End of Participation report breaks down the 124 total terminations in the second quarter of 2014. The largest category is clients who choose not to receive the assistance any longer. The second largest is for family obligation violations which is when clients fail to adhere to program rules and regulations, such as completing paperwork on time or returning required documentation.

S. Schmutzer inquired how long the waiting period is before families who terminate on their own have to wait before they are allowed to enter the program again. P. Leifker stated such families may reapply at any time; clients who terminate due to violation of family obligations have to wait one year. If the violation is determined to be fraudulent, the waiting period is five years. A. Hartman inquired if this is a federal or local policy. P. Leifker responded that he believes it is a local policy.

K. Quarterly HQS Fail Items Report

P. Leifker explained this report discusses the HQS Fail Items and breaks them down according to what the fail item was. The most common items are windows and electrical.

L. Customer Satisfaction Assessment Results

L. DeGrave explained the customer service survey that ICS developed before quarter four of 2013. The survey is a rating system from excellent to poor and rates ICS on nine different areas: friendliness and courtesy, timeliness of service, knowledge of staff, overall condition of lobby, lobby as a self-service resource center, the results the individual received that day, the response time of the housing specialist, overall experience, and translation services, if needed. ICS received ratings as excellent or very good 90% or higher in all categories. She explained the surveys are available in the lobby, provided to clients by housing specialists and are on the website

C. Goddard inquired if there were any areas that ICS was concerned about. L. DeGrave stated there were some poor ratings, which ICS is addressing right away. She stated she has seen that when an individual is mad about something, they mark poor in all areas, even if what they are upset about is something ICS cannot control, such as the length of the waiting list or particular regulations.

OLD BUSINESS:

None

NEW BUSINESS:

None

INFORMATIONAL:

4. Status on Request for Proposals to Project Base Vouchers for rural housing.

K. Flom stated the RFP is out. Responses are due Friday and staff anticipates that it will be ready to award at the August meeting. K. Flom stated after responses are received the selection committee will review and complete the selection process.

5. HUD invitation to apply for VASH Vouchers

T. Diedrick stated R. Hallet had contacted him regarding a letter BCHA received from HUD as an invitation to apply for 15 HUD Veterans Affairs Supportive Housing (VASH) vouchers. T. Diedrick stated he had discussed this with R. Hallet and he suggested the Authority accept the VASH vouchers. This would allow BCHA to serve the veterans in Brown County who would have the ability to live in anywhere in the county. The vouchers would be exclusive to veterans.

6. Explanation of forecasting tool

S. Schmutzer explained she recently received this tool at a conference she attended. It takes into consideration the Budget Authority provided by HUD compared to how much we're spending, as well as the average HAP per unit. It also considers how many unit months are available and how many unit months the Authority is currently leasing. The Authority is currently under-leased about 112 units a month. The Authority is averaging about 688 units for the year that are under-leased. The less an Authority leases up, the less funding it receives the following year for both HAP payments and administrative fees. This is why BCHA and ICS are being very diligent about getting the number of vouchers as high as possible, which is also what HUD is encouraging. With proration of funding, the Authority will probably never reach the full number of 3,380 vouchers being utilized. If a PHA spends over the budget authority, HUD does not cover the excess.

Discussion continued regarding the efforts BCHA have already taken which HUD is now encouraging other PHAs to consider. BCHA is ahead in this regard, which means few of HUD's recommendations for improvement apply to us.

C. Goddard inquired if there was an optimal number we'd like to get to. S. Schmutzer responded that the Authority was trying to lease up an additional 300 vouchers. She further explained that the Authority may also receive set aside funding but that is highly prorated. HUD had forecasted that the Authority may qualify for close to \$1.1 million but HUD prorates that at about 50 percent. Therefore, the Authority could get about \$500,000 more, however, the challenge is that the set aside funding hasn't been announced yet and we really need it now in order to get additional vouchers leased up before the end of the year. If we don't spend it fast enough, HUD may take it back.

7. Review of changes to HCV Program due to Appropriations Act

K. Flom referenced the attachment provided which explains some minor changes to the HCV Program. She explained that HUD has not enacted the changes yet. She further stated there weren't any changes that the staff had strong feeling for or against.

M. Roberts noted the change that he was most concerned about was regarding biennial inspections. He stated ICS's inspection department currently consists of only one and a half inspectors completing 4,800 to 4,900 inspections a year. In theory, this regulation would allow a PHA to reduce the number of inspectors but with such a small department already, there is no ability to do so. He stressed that the changes are merely recommendations; HUD is not explicitly saying the changes will fit all agencies. A PHA needs to consider their agency, their mission and the accountability levels they have. For example, the BCHA is looking at filing a waiver to allow for re-inspection fees; doing inspections once every 700 days is not consistent ideology. Additionally, all the software available is client based, not unit based. The biennial inspections would allow a PHA to focus more on the troublesome landlords and less on responsible landlords, but that would require manual tracking since software is not designed to track that. That manual tracking of units would be more time consuming rather than less. HUD's only recommendation regarding that is that the changes are not applicable to all agencies and PHAs should look at their areas and their agency to determine which changes are

appropriate. BCHA and ICS have already done so much work on accountability within the program that incorporating some of these changes could be a step backwards.

BILLS:

S. Schmutzer explained some bills had to be issued the previous month due to deadlines.

C. Goddard made a motion to approve of the bills for the month of June 2014. A. Hartman seconded the motion. Motion carried.

FINANCIAL REPORT:

S. Schmutzer explained she provided the trial balance which was asked to be included quarterly. She also explained there are two different systems that report information to HUD, the FASS system and the VMS system, but they were not in sync and HUD never caught it from the end of 2012. Therefore, staff is going back through 2012 information to ensure it is correct going forward. This includes breaking things out into more line items which makes it easier to track. An example is tracking the fraud recovery money by HAP and Administrative since we get to keep half to cover the costs incurred to collect it.

STAFF REPORT:

8. Date of next meeting: August 18, 2014

The new Housing Intern, Mai Nou Yang was introduced.

A. Hartman made a motion to adjourn. C. Goddard seconded. Motion carried.

Meeting adjourned at 3:29 p.m.

mny:rah:jld

Northeast Wisconsin Technical College District

Board of Trustees Meeting
Minutes

Monday, July 14, 2014
12:00 p.m.

Ministry Door County Medical Center
323 South 18th Ave, Sturgeon Bay, WI

The Board Vice-Chairperson called the July 14, 2014 NWTC Board of Trustees meeting to order and requested that roll call be taken at this time.

PRESENT: Laurie Davidson, Phyllis Habeck, Carla Hedtke, Ying LaCourt, David Mayer, Jeff Rickaby,
Kim Schanock, Gerald Worrick

EXCUSED: Ben Villarruel

Also Present: Lori Suddick, Mary Jo Tilot, Sally Martin, Cheryl Tieman, Sandy Ryczkowski, Karen Smits, Pam
Phillips, Clark Wagner, Sue Farley, Chris Dahlke

Guests

Open Forum, Introduction of Guests, and Acknowledgements

The Chairperson asked for the introduction of any guests present at this time and invited public comment.

Board Organizational Matters

Oath of Office

Wisconsin Statutes §19.01 (1) and Article IV, §28 require that all district board members shall, before they enter upon the duties of their respective offices, take and subscribe an oath or affirmation to support the Constitution of the United States and the Constitution of the State of Wisconsin, and faithfully to discharge the duties of the respective offices to the best of their ability.

The Oath of Office was handed out at this time for signature by all Trustees. Each Trustee signed the Oath which was then be notarized by Mary Jo Tilot, Wisconsin Notary Public.

Election of Officers

The District Board of Trustees holds its annual organizational meeting on the 2nd Monday of July and elects a Chairperson, Vice-Chairperson, Secretary, and Treasurer. Incumbents were as follows: Ben Villarruel, Chairperson; Gerald Worrick, Vice-Chairperson; Phyllis Habeck, Secretary; and, Laurie Davidson, Treasurer. At this time the Board elected its officers for FY 2015.

Chairperson –

Laurie Davidson nominated Gerald Worrick for the position of Chairperson of the Board. Jeff Rickaby seconded the nomination.

Laurie Davidson moved that the nominations be closed and that a unanimous ballot be cast for Gerald Worrick for the position of Chairperson of the Board for FY 2015.

Motion seconded by Jeff Rickaby.

Motion carried, with all voting "Aye" on voice vote.

Vice-Chairperson -

Phyllis Habeck nominated Jeff Rickaby for the position of Vice-Chairperson of the Board. Carla Hedtke seconded the nomination.

Laurie Davidson moved that the nominations be closed and that a unanimous ballot be cast for Jeff Rickaby for the position of Vice-Chairperson of the Board for FY 2015.

Motion seconded by Dave Mayer.

Motion carried, with all voting "Aye" on voice vote.

Secretary -

Laurie Davidson nominated Phyllis Habeck for the position of Secretary of the Board. Carla Hedtke seconded the nomination.

Dave Mayer moved that the nominations be closed, and that a unanimous ballot be cast for Phyllis Habeck for the position of Secretary of the Board for FY 2015.

Motion seconded by Laurie Davidson.

Motion carried, with all voting "Aye" on voice vote.

Treasurer -

Phyllis Habeck nominated Laurie Davidson for the position of Treasurer of the Board. Jeff Rickaby seconded the nomination.

Dave Mayer moved that the nominations be closed and that a unanimous ballot be cast for Laurie Davidson for the position of Treasurer of the Board for FY 2015.

Motion seconded by Phyllis Habeck.

Motion carried, with all voting "Aye" on voice vote.

- The Board members expressed their gratitude to Past-Chairperson Villarruel for his excellent work, guidance, and leadership during the past two years he served as Chairperson of the Board.

Review and Approval of the 2014-2015 Board Calendar

Board Exhibit 1 was a copy of Board meeting calendar dates for FY 2015. Also listed are other dates to be considered by the Board.

Carla Hedtke moved that the Board approve the FY2015 Board meeting calendar as presented.

Motion seconded by Jeff Rickaby.

Motion carried, with all voting "Aye" on voice vote.

Board Meeting Topical Calendar

Phyllis Habeck moved that the Board meeting Topical Calendar for FY 2015 be approved with changes to the location of two of the Board meetings to Regional Centers.

Motion seconded by Jeff Rickaby.

Motion carried, with all voting "Aye" on voice vote.

Appointments to the District Boards Association Standing Committees

The Board Chairperson asked for volunteers for the WTCS District Boards' Association Standing Committees for NWTC and made appointments to those committees for submission to the Boards' Association as listed below. Board Exhibit 2 described the function of each of the committees.

Board of Directors (two-year appointment)	Hedtke (will serve 2 nd year of 2-year term)
Legislative	Hedtke
Human Resources	Davidson/Rickaby
Program	Worrick
Marketing/PR & Awards	Mayer
Interdistrict/Interagency Cooperation	Villarruel/Schanock
Bylaws	Hedtke

Reports

Student Senate Update

Action Items (Roll Call Vote)

Bills

Bills Covering the Period of June 1-30,, 2014 \$2,970,424.59

Detailed copies of the current disbursements for fiscal year 2014 for the month of June were forwarded to the Board Treasurer for review and recommendation to the Board for payment. Additional listings of the bills were available in the District Office for review by any interested person.

Laurie Davidson moved that Board approval be given for the June 2014 bills as presented.

Motion seconded by Dave Mayer.

Motion carried, with all voting "Aye" on roll call.

Resolution Authorizing the Borrowing of \$5,500,000 for Movable Equipment; \$1,500,000 for Building Improvement; and providing for the Issuance and Sale of General Obligation Promissory Notes Therefor

During its fiscal year 2015 budget deliberations, the Board approved various capital projects for building remodeling and improvements, building acquisition and acquiring moveable equipment. This resolution authorizes the borrowing of \$7,000,000 of general obligation notes for these purposes. A resolution authorizing the borrowing was prepared by Bond Counsel and was attached as Board Exhibit 3.

Jeff Rickaby moved that the Board adopt the resolution authorizing the borrowing of \$5,500,000 for moveable equipment; \$1,500,000 for building improvement; and providing for the issuance and sale of general obligation promissory notes therefor.

Motion seconded by Phyllis Habeck.

Motion carried, with all voting "Aye" on roll call.

Lease Renewal for Niagara Regional Learning Center

The current five-year lease of the regional learning center in Niagara will expire on September 30, 2014. The initial lease of this facility began on October 1, 2004 and was subsequently renewed for a second five year term on October 1, 2009. The monthly lease amount has been \$4,200/month since inception on October 1, 2004. The College is negotiating with the landlord to renew the lease at the same current rate, but for a shorter term than the usual five year period if possible, including options to extend the lease for additional one year terms if desired.

Jeff Rickaby moved that the Board approve plans to negotiate renewal of the lease of the Niagara Regional Learning Center to terms considered to be most beneficial for the college.

Motion seconded by Phyllis Habeck.

- A shorter-term lease creates flexibility for the College. The enrollment numbers are up mostly due to the Academy located in that area high school.
- If we are looking at being at that location long term, may want to look at possibility of purchasing the property.

Motion carried, with all voting "Aye" on roll call.

Consent Items (Voice Vote)

Minutes

The minutes of the June 11, 2014 Board meeting were sent to Board members prior to the July Board meeting. It was recommended that Board approval be given for the June 11, 2014 Board meeting minutes as presented.

New Hire- Faculty

Dan Parsley, Gas Utility Construction and Service Instructor - Dan Parsley was the Selection Committee's top choice for the Gas Utility Construction and Service Instructor position. Mr. Parsley holds a Natural Gas Utility and Construction Technical Diploma and has taken Utility Management Courses from NWTC. Mr. Parsley also holds seven Training and Technical Certificates from 2011-2013. From May 2010 to April 2011 and then again since March 2014, Mr. Parsley has been a Utility Gas/Electric Locator at Wisconsin Public Service in Wausau, WI. Prior to that, he was a Technical Trainer at Northern Indiana Public Service Company in La Porte, IN from April 2011 to August 2013. Placement for this position would be \$61,261 for a 175-day obligation.

It was recommended the Board approve the above appointment.

Faculty- Retirement

With regret, it was recommended that the Board accepted the following retirement notices:

- A. Sharon Schneider, Pathways Academic Success-Math Instructor, who has been with the College since December 1, 1992, announced her retirement effective December 2014.
- B. Patti Moore, Medical Lab Technician Instructor, who has been with the College since October 1, 1990, announced her retirement effective January 2015.
- C. Patrice Wisneski, AODA Coordinator/Instructor, who has been with the College since September 11, 2000, announced her retirement effective December 2014.

Administration- Retirement

With regret, it was recommended that the Board accept the following retirement notice:

- James Blumreich, Chief Financial Officer, who has been with the College since February 18, 2002 announced his retirement effective February 2015.

Center for Business & Industry (Contracts for Service)

Under the provisions of State Statutes 38.14 (3) and State Administrative Code WTCs 8, the District Board may enter into contracts to provide instructional or non-instructional services to public institutions, local governmental bodies, private institutions, industries, and businesses. District Board policy E240 delegates the authority to initiate a contract to the President, with the proviso that the contract is subject to retroactive approval by the Board. A report of fiscal year 2014 contracts pending Board approval was attached as Board Exhibit 4.

This report includes not only the in-district contracts but also the out-of-district and the out-of-state contracts. State Board Contract for Service Policy requires that the District Board receive a report at least quarterly on contracts entered into for which less than full cost is being charged. We have elected to provide the Board with this report on a monthly basis. This report uses a state formula in which the state annually calculates a percentage for indirect expenses (33.48% for on-campus and 27.27% for off-campus) such as administration, facilities, utilities, information systems, registration, counselors, insurance, etc., associated with a contract to determine full costs. The hourly rate of \$167.00 per hour along with the ability to project price was recommended by the department and approved by the Board. The intent is to recover the direct and indirect costs of delivering the services. Copies of the contracts were available for review by any interested person.

It was recommended that the Board approve the contracts for services identified in Board Exhibit 4.

Dave Mayer moved the Board approve the consent agenda items as follows: the minutes of the June 11, 2014 Board meeting; the appointment of Dan Parsley, Gas Utility Construction and Service Instructor; the retirement resignations of Sharon Schneider, Patty Moore, Patrice Wisneski, and James Blumreich; and, the contracts for services identified in Board Exhibit 4.

Motion seconded by Jeff Rickaby.

- The Board indicated that the College was losing a major player in its leadership team with the retirement of Jim Blumreich, Chief Financial Officer.

Motion carried, with all voting “Aye” on voice vote.

Reports

Campus Coordinator Update

Cheryl Tieman, Sturgeon Bay Campus Coordinator, provided an update on campus activities.

- If students need assistance by an accommodations staff member or counselor, in the absence of their presence on campus, they can be connected to the Green Bay Campus via video-conference. There is currently a full-time academic advisor on campus.
- Campus is expanding its Diesel presence and moving part of the program to the Green Bay Campus. The College is losing students to Fox Valley, because students would rather drive south than drive to the Sturgeon Bay Campus. Part of that issue may be due to housing. Diesel programming also was a big focus for Fox Valley when they went out for their referendum.
- Most of our contracted service developed courses are oriented towards shipbuilding. Staff would like to add weld testing in Sturgeon Bay so that those that need testing don't have to travel to the Green Bay Campus to be tested.
- Staff were asked to look at how the College may be able to interweave information on the ability to pass a drug test and the inability to get hired if tested positive in their programming; possibly in the employability skills course.

PACE Survey Results

Sandy Ryczkowski, Vice-President of Human Resources, presented results from the recent employee 2014 PACE engagement survey.

Vice-President's Report

Enrollment Activity –

- For FY 2015 FTEs are flat as of today (-2.3). Summer is a little sluggish, behind prior year. Health, Public Safety and Trades continue to be healthy programs. There are five weeks left before we start welcome week, and six weeks before fall classes start. Staff is reaching out to GED completers and those who were here in spring and have not signed up for fall programs.
- The College implemented College 101 as a graduation requirement effective this summer. For summer, there were 672 students enrolled in that course. For fall 1,158 students enrolled.
- The College is running an added section of Gas Utility, and the field is currently being utilized Monday through Saturday.
- NWTC's Health and Wellness program did very well, and it is filled for fall with a wait list. Human Resources also had very strong enrollments. Product startups for this past year were very strong.

Current Events –

- The letter received and a pin from the Skills USA students and faculty who participated were shared with the Board.
- NWTC received its 3rd National Science Foundation Grant, a three year grant which begins September 1, 2014 for the project “Welding, Wisconsin's World Stem Pathway”. The grant total is \$438,000.00.
- The College implemented the new Academic Calendar last year, and that eliminated a spring break. Student and Faculty want the week back noting that both needed a break in between the end and startup of the semesters that is longer than a weekend. The College listened to their concerns, and we will be

changing our calendar to reinstitute a spring break beginning in spring of 2015. A cross-functional team is working on the timing of everything that needs to change to accommodate that reinstitution of the break.

- Sim Lab was featured in the Providence Rhode Island news. Michigan created a lab, and now Rhode Island.
- NWTC was awarded the Platinum Award for being a "Fit Friendly Workplace" from the American Heart Association.
- NWTC has received Best of the Bay Award for Best Local College & University.

Legislative Issues (state & federal) –

- John Nygren's Study Committee's purpose is to review the current governance of the technical college system to transfer the governance to the state and to take the colleges off the property tax rolls. Letters have been sent to John Nygren and the Study Committee members from district businesses. Statewide over 100 letters have been sent to John Nygren. The Public Policy Committee of the Chamber of Commerce will vote this Friday on the issue paper written on behalf of and in support of local control of the WTCS colleges.
- Ying LaCourt and Laurie Davidson shared information on their respective meetings with Representative Nygren in Marinette County.

Other Business

The agenda for the Boards Association Meeting hosted by the NWTC-Green Bay Campus July 18-19, 2014 was reviewed at this time.

Adjournment

Phyllis Habeck moved that the July 14, 2014 Board meeting be adjourned at this time (2:45 p.m.).

Motion seconded by Dave Mayer.

Motion carried, with all voting "Aye" on voice vote.


Phyllis J. Habeck, Board Secretary


Date